

Date Received: \_\_\_\_\_

Project # \_\_\_\_\_

**RESIDENTIAL CONSERVATION OVERLAY DISTRICTS  
SITE DESIGN PLAN APPLICATION FORM**

Department of Planning & Zoning  
City of Annapolis  
160 Duke of Gloucester Street, Annapolis, Maryland 21401  
(410) 263-7961

**Part I. Applicant Information**

Property

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone

Number(s): \_\_\_\_\_

—

Applicant/Agent (to whom comments will be  
sent): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone

Number(s): \_\_\_\_\_

—

**Part II. Project Information**

Project Address

: \_\_\_\_\_

Description of

Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Lot Size: \_\_\_\_\_ Proposed Impervious Lot  
Coverage+: \_\_\_\_\_

Proposed Building/Addition Height: \_\_\_\_\_ Average Building Height of Block (if applicable): \_\_\_\_\_

Proposed Yard Setbacks: Front \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right  
Side \_\_\_\_\_

Average Front Yard Setback of Block (if  
applicable): \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Critical Area  
Classification: \_\_\_\_\_

Type of Use:   \_\_\_Single Family Residential                                   \_\_\_Business  
                  \_\_\_Multi-Family (2 or more units)  
\_\_\_Other: \_\_\_\_\_

- See part IV for submittal and fee requirements. For specific design criteria please refer to the appropriate Conservation Overlay district in the City Code.
- Is total demolition proposed? \_\_\_\_\_ If yes, please see part V for additional requirements.

### Part III. Signature

*I hereby certify that I am the property owner or authorized agent qualified to complete this application and the facts and declarations of intent set forth herein are true and are intended to be relied upon by the established officials of the City of Annapolis.*

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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### Part IV. Submittal Requirements

___ Site Design Plan/Location Plat (5 copies)	___ Landscape Plan/critical area mitigation plan, if applicable
___ Building Elevations/Facades (5 copies)	___ One Set of Stamped No. 10 Envelopes of surrounding property owners within 200 feet of subject property*
___ \$175.00 Application Fee	

### Part V. Additional Requirements for Demolition (if applicable)

If an existing structure is to be demolished, the following additional items will be required:

- \_\_\_ One set of postage paid, return receipt requested business envelopes addressed to all property owners within 200 feet of the property.
- \_\_\_ Photographs of the existing structure.
- \_\_\_ A public notice sign must be posted on the property.
- \_\_\_ Written statement addressing the four standards used to evaluate the impact of the demolition.

These standards include:

1. Loss of the structure would not be adverse to the district or the public interest by virtue of the structure's uniqueness or its contribution to the significance of the district;
2. Demolition would not have an adverse effect on the character and surrounding environment of the district;
3. Demolition is not for the purposes of assembling properties for the construction of large-scale structure, if such assemblage is determined to be incompatible with the purposes and intent of the RC district;
4. The replacement structure is designed and sited in a fashion that reflects the

compatibility objectives of the Overlay ordinance.

- \* **Names and addresses of abutting property owners:**  
Names and addresses of all property owners within 200 feet of the subject property is required for all new construction or in cases where an expansion increases the square footage of the structure by more than 20%. Written notification, prepared by the Department of Planning & Zoning, will be sent to each property owner. You may find the owners of property by accessing the website of the Maryland Department of Assessments and Taxation at [www.dat.state.md.us/sdat/CISC/](http://www.dat.state.md.us/sdat/CISC/).
- + **Please Note:** Some properties in the Residential Conservation Overlay Districts are also located in the Critical Area Overlay (all property within 1000 feet of water). Lot coverage is limited to 50% of the lot area. Stormwater management will be required for all projects involving an increase in lot coverage of 250 square feet or more. Please provide us with the existing and proposed impervious lot coverage information along with your mitigation plans. Mitigation typically requires the planting of trees and shrubs and/or a stormwater management system.

October 30, 2003

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